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ACTING COMMISSIONER

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DIRECTOR

**Maine EMS
Examination Committee
Meeting Minutes
January 20, 1998
Maine EMS Conference Room, Augusta**

Present: J. Caron, D. Bahr, B. Zito

Staff: D. White

1. Call To Order - The meeting was called to order at 9:45 am.

A. Introductions - None required.

B. Assign Timekeeper - D. Bahr volunteered as timekeeper.

C. Additions/Deletions to the Agenda

D. Bahr - Practical Examination Station for AED - "Stand Clear" question

2. Minutes

D. Bahr questioned whether the 12/16/97, decision, "An Examination Administrator has either the knowledge base at the level examined, or has the availability of an individual with the requisite knowledge to act as an informational resource at the examination", applied to administrators of Skills Labs. D. White will discuss with D. Corning, Education Coordinator, as to which committee - Examination or Education - has purview of Skills Labs.

D. Bahr also noted that in section G (1), that criminal conviction information needs to be conveyed to the students.

Motion: To accept the minutes of the December 16, 1998 minutes as amended, above (Bahr;Zito - Motion Carries).

3. Old Business

A. Paramedic Written Exam - Update

D. White reported that no further work has been done on the Paramedic written exam. Basic revision work is done with editing to continue to produce a draft for next meeting.

B. Examination Security/Draft Policy

The revised copy of the exam security policy was reviewed. Comments received subsequent to D. White's 12/22/97 request for review and comment were:

- Clarify state staff and regional coordinator exemption in section I (D. Corning).

Motion: To approve the examination security policy with the changes in Section I (that clarify state staff and regional coordinator exemptions (Bahr;Zito Motion Carries).

The Committee also reviewed a December 19, 1997, letter from Donnie Carroll, regional coordinator for the Southern Maine EMS Council. D. Carroll requested clarification as to whether a members of his staff (QA/QI Coordinator - who is also a Maine certified Instructor Coordinator - and, Education Coordinator) could be allowed to perform examination tasks.

Committee members restated their position that Maine certified Instructor Coordinators, or regional education coordinators, cannot be in a position that would allow access to Maine EMS written examinations.

Motion: That the Committee maintains its position that Maine EMS Instructor Coordinators and regional education coordinators cannot (except as specifically provided for in the Maine EMS Examination Security Policy) be appointed or function as "Gatekeepers" or "Examination Proctors" (Bahr/Zito Motion Carries).

C. Committee Structure

D. White reported that a letter was forwarded to the Board Chairman recommending Erik Ekholm for the Level I Instructor Coordinator position, and Ed Charles for the level III position. No word on the appointments has been received.

D. Examination Administrators/Proctors

The Committee brainstormed guidelines for examination administrators and examination proctors.

An Examination Administrator:

- ✓ must possess, or have the ability to access, the medical knowledge for the level examined.
- ✓ must possess a thorough knowledge of the examination process and policies as established and published by Maine EMS.
- ✓ must be skilled in conflict resolution.
- ✓ cannot administer examinations to their own students.
- ✓ must possess a thorough knowledge of examination station process, and pass/fail criteria.
- ✓ must be recommended by the region and approved by Maine EMS.
- ✓ must assist in at least two (2) practical examinations, then administer an examination which is evaluated by an examination administrator or regional coordinator.
- ✓ must administer, or assist in the administration of, at least one (1) practical examination per year.

An Examination Proctor:

- ✓ must understand and adhere to examination security and the Maine EMS Examination Security Policy.
- ✓ must be familiar with Maine EMS, and National Registry of EMT's (NREMT) process and policies.
- ✓ must be familiar with required paperwork, and the processes associated with that paperwork.
- ✓ cannot be a Maine EMS Instructor Coordinator or regional education coordinator (except as provided for in the Maine EMS Examination Security Policy).
- ✓ must complete a Maine EMS approved orientation.
- ✓ must apprentice, at a minimum, 1 written NREMT examination.
- ✓ must be recommended by the region and approved by Maine EMS.

This topic to be included on next month's agenda.

E. Data Collection

Reports were distributed to the Committee (based upon data compiled from the Maine EMS *Examiner Payment Sheets*). The Committee reviewed the reports and indicated that further discussion is warranted concerning cost, frequency, and size of exams. Further, the Committee indicated that this should be a topic for discussion by the Operations Team.

D. Bahr requested that the next version of the reports include location of examinations.

F. Teleconferencing

Nothing new to report from staff. J. Caron reported that there may be federal grant money available to assist in enhancing teleconferencing capabilities.

G. Outlining Examination Process

No further review took place due to time constraints.

H. Intermediate/Paramedic Skillsheets - Revision

No further review took place due to time constraints.

I. Review Meeting Dates/Times - This topic to be included in next meeting's agenda.

4. New Business

A. Other - Practical Examination Station for AED - "Stand Clear" question.

This topic to be included in next meeting's agenda.

5. Next Meeting

A. Set Agenda

Agenda to include:

- Intermediate/Paramedic Skillsheets
- Data Collection Update
- Paramedic Exam - Update
- Committee Structure
- Exam Security
- Exam Administrators/Proctors
- Teleconferencing
- Examination Process
- Review Meeting Date and Time
- Practical Examination Station for AED - "Stand Clear" question.

B. Set Date and Time - The next meeting will be held on Tuesday, February 17, 1998, at 9:30 am. at Maine EMS in Augusta.

6. Adjournment - The meeting was adjourned at 12:15 pm.

Respectfully submitted

Drexell White